

Dear Prospective Hospice Provider:

Thank you for your interest in Hospice provision in Montana. This letter is intended to guide you through the licensing process. Hospices do not need to be reviewed by the Health Planning Program, and therefore do not need a Certificate of Need.

Montana currently licenses three types of Hospices. They are:

1. A Hospice Program: Hospice services are provided to patients residing in their homes;
2. In-Patient Hospice: an in-patient setting where patients receive hospice care managed directly by a Medicare certified hospice that meets all Medicare certification regulations for a freestanding facility; and
3. Residential Hospice: an in-patient setting managed directly by a Hospice program that has been licensed by the State of Montana that can house three or more patients.

The following items must be submitted to the Licensure Bureau in order to license your facility:

- ☐ A floor plan of the facility (In-Patient and Residential Hospices only). This may be hand drawn as long as dimensions are included. Physical requirements for an In-Patient Hospice can be found at ARM 37.106.2305, and those for a Resident Hospice at ARM 37.106.2311. These rules can be accessed at <http://www.mtrules.org/BookView/Default.asp?chpt=37%2E106>.
- ☐ Local Building Code approval (In-Patient and Residential Hospices only).
- ☐ A completed License Application and fee. The Hospice Application may be downloaded at <http://www.dphhs.mt.gov/qad/hospice/index.shtml>.
- ☐ Policies and Procedures, for review and approval. These must be submitted at least forty-five (45) days prior to the expected facility opening date.
- ☐ Please review the rules specific to Hospice, ARM 37.106.2301 through ARM 37.106.2311, which may be viewed at <http://www.mtrules.org/BookView/Default.asp?chpt=37%2E106>. Please be aware that other rules do apply to Hospice facilities. These additional rules may be found at <http://www.dphhs.mt.gov/qad/hospice> under the “Statutes and rules governing Hospice facilities.”

Upon submission and approval of all the aforementioned information and documentation, the Licensure Bureau will issue a six (6) month provisional license. A facility may not accept patients until it is licensed. An onsite survey may be conducted following the issuance of the provisional license.

If you have further questions, or have questions during the licensure process, the main number for the Licensure Bureau is 444-2676.

Sincerely,  
Becky Fleming-Siebenaler  
Licensure Bureau Chief